



State of Arizona
Department of Education

Guidance on Secondary Content Area Transcript Review

Public Law 107-110 Sec. 9101 (23)(B)(ii)

For most secondary core content areas, 24 semester hours is a means by which a teacher may demonstrate content competency in order to meet the federal highly qualified requirements. Teachers must provide the local education agency a copy of their college/university transcript(s) for review to confirm their highly qualified status. Verified transcripts must be kept in the highly qualified teacher file and maintained for a minimum of five years (per federal document retention requirements).

In order for coursework to be considered, the following conditions must be met:

- The classes are 100 level coursework or above (undergraduate and/or graduate).
- The coursework is from an accredited institution of higher education.
- Coursework has the appropriate content area prefix.

Examples:

- English classes are often coded as ENG, EN or ENGL
- Mathematics classes are often coded as MA, MAT or MATH
- History classes are often coded as HIST, HI or HIS
- Biology classes may be coded as BIO, BIOS

- Many colleges/universities use different coding systems for similar content areas, so the course may have a different prefix across institutions based on where or when the teacher earned their degree.
- In order to allow for some flexibility, an LEA may count up to four (4) semester hours from a class outside the prefix area, as long as the teacher can clearly demonstrate that the primary focus of the course is in the required content area.

Examples:

- English focused classes may be coded as Composition (COMP), Linguistics (LING), or Literature (LIT)
- Math focused classes may be coded as Statistics (STP)
- Biology focused classes may include Botany (BOT), Plant Biology (PLB) or Microbiology (MIC).

- For a course to be counted towards the four semester hours outside the prefix area, the teacher must provide evidence to confirm the primary focus of the class (generally an official description from the course catalogue).
- The local education agency is responsible for reviewing and approving course transcripts with the understanding that, should there be a need to monitor a teacher's highly qualified status by the Arizona Department of Education, they must be able to provide sufficient documentation and justification to support their decision.

For further information or questions related to the 24 credit requirement, please contact the Effective Teachers & Leaders Unit at (602) 364-1842.